

MPD 2800.1

BASELINE

EFFECTIVE DATE: March 7, 2000

EXPIRATION DATE: March 7, 2005

MARSHALL POLICY DIRECTIVE

AD01

MANAGEMENT OF INFORMATION TECHNOLOGY SYSTEMS AND SERVICES AT MSFC

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		3/7/00	Defines policy for how information technology systems and services are managed at Marshall Space Flight Center.

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1. PURPOSE

The purpose of this Directive is to implement NASA strategic policy for managing Information Technology (IT) and to establish organizational authority, policies, and responsibilities that govern the acquisition, management, provision, and use of IT products, services, and support contracts within the scope of Marshall Space Flight Center (MSFC).

2. APPLICABILITY

This Directive is applicable to all MSFC organizations, support contractors, and other supporting organizations regardless of location.

3. AUTHORITY

- a. NPD 1000.1, "NASA Strategic Plan"
- b. NPD 2800.1, "Managing Information Technology"
- c. MPG 1100.1, "Center Operations Directorate Charter"
- d. MPG 1100.1, "Engineering Directorate Charter"
- e. MPG 1100.1, "Flight Projects Directorate Charter"
- f. "Marshall Space Flight Center Implementation Plan"

4. APPLICABLE DOCUMENTS

- a. NPD 2800.1, "Managing Information Technology"
- b. NPD 2810.1, "Security of Information Technology"
- c. MPD 2810.1, "Security of Information Technology"

5. REFERENCES

NPD 2800.1, "Managing Information Technology"

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6. DEFINITIONS

Acronyms

- a. CIO. Chief Information Officer.
- b. CSOC. Consolidated Space Operations Contract.
- c. IT. IT is defined to include computer and communications systems, ancillary equipment, software applications, hardware, firmware, networks, and support personnel and services that enable Center personnel to generate, process, store, access, manipulate, exchange, and safeguard information. For the purpose of this directive, IT does not include equipment for which the presence of processor board(s) is incidental to the intended use of the equipment, and/or which is embedded such that the equipment would require substantial modification to perform other than its intended function.
- d. ITSC. IT Steering Council.
- e. OCIO. Organizational Chief Information Officer.
- f. ODIN. Outsourcing Desktop Initiative for NASA.
- g. PrISMS. Program Information Systems Mission Services.
- h. SEWP. Science and Engineering Workstation Procurement.

7. POLICY

- a. MSFC IT services and products will be provided by or through the appropriately chartered Center organizations. In accordance with NASA's decision to outsource specific services, organizations will use Agencywide contracts to the maximum extent possible.
- b. IT services will be provided in an economical, efficient, timely manner and for maximum common use of MSFC facilities and systems in accordance with the policy and objectives of NPD 2800.1.
- c. MSFC will comply with applicable Agency and Government IT standards and specifications. General principles are outlined in NPD 2800.1 and NPD 2810.1; baselined and emerging IT standards, architectures, and product recommendations are included on the NASA CIO home page at: <http://www.hq.nasa.gov/office/codea/codeao/>.

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d. Program/Project Directors/Managers shall utilize the appropriate MSFC organizations and their contractors for IT products and services.

e. The Center Operations Directorate (COD) is chartered as MSFC's primary source of IT capabilities and resources. Therefore, to maximize efficiency, reduce duplication of effort and hence the overall cost to the Agency, Directorates shall engage COD to provide IT services to the maximum extent practical to satisfy IT requirements.

f. The Flight Projects Directorate (FPD) is chartered as MSFC's primary source of ground systems IT capabilities and resources that support Space Flight Systems. Therefore, to maximize efficiency, reduce duplication of effort and hence the overall cost to the Agency, Directorates shall engage FPD to satisfy ground support systems IT requirements. The FPD shall utilize the COD to provide institutional services as appropriate to satisfy their requirements.

g. The Engineering Directorate (ED) is chartered to establish and direct the Center's research and development capability for accomplishing cross-cutting engineering functions associated with the design, development, testing, and evaluation of assigned projects. This includes activities in design, analysis, and test in the Departments of Avionics; Structures, Mechanics, and Thermal; Materials, Processes, and Manufacturing; and Engineering Systems. Therefore, to maximize efficiency, reduce duplication of effort and hence the overall cost to the Agency, Directorates shall engage ED to satisfy those requirements chartered to ED and especially those dealing with implementing space flight software and hardware systems. ED shall utilize the COD to provide institutional services as appropriate to satisfy ED IT requirements.

h. Government credit cards may be used when a requirement exists that cannot be provided by an existing Center contract or is necessary to satisfy an emergency requirement. Additionally, an OCIO may justify using a credit card to procure items that are provided on an existing contract. Justification for such purchases may include special mission requirements as well as cost. Full life-cycle cost of items must be used in the justification. This justification must be made in writing to the MSFC CIO. The CIO will determine if it needs to go before the ISTC. All credit card purchases are to be approved by an OCIO or

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the CIO. Credit card purchase reports shall be furnished to the MSFC CIO on a monthly basis.

i. The existing contracts (ODIN, PrISMS, CSOC) have been established to provide IT services and products to MSFC. In the event a requirement is not available utilizing these existing contracts, a waiver shall be required before the MSFC Procurement Office can process the procurement. Waivers may be granted by an OCIO; however, monthly waiver reports shall be furnished to the MSFC CIO.

8. RESPONSIBILITIES

a. The MSFC CIO will ensure that Center IT policy and related procedures and guidelines are established, maintained, and consistent with Agency issuances. The CIO is also responsible for approving waivers and exceptions to this policy.

b. The COD's Information Services Department (ISD) is responsible for maintaining and implementing, in a timely manner, IT services at MSFC, as well as NASA-wide programs supported by IT services. These include: graphics/publications services; documentation management services; printing/reproduction; office copiers; records, forms, and directives management; Scientific and Technical Information (STI); Library; and Documentation Repository.

c. The Flight Directorate's Ground Systems Department (GSD) is responsible for maintaining and implementing those ground support systems that support all MSFC assigned space flight systems.

d. The Engineering Directorate's Avionics Department (AD) is responsible for maintaining and implementing space flight software and hardware systems. The Engineering Directorate Department OCIOs are responsible for maintaining and implementing the policy in MPD 2800.1, paragraph 7.g.

e. Each Directorate and Program/Project Office Director/Manager will appoint IT representatives to define IT requirements, allocate, and manage IT resources for their organization. OCIOs, as the representatives, will be the primary points of contact with the CIO, ISD, GSD, and AD teams.

f. The Center Director will establish the ITSC which will be comprised of senior management from the MSFC Directorates. The Center Director further delegates the Council's membership to the CIO. The Council will act as the Center IT program conceptual

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oversight board under the chair of the CIO. The ITSC will serve as the Center forum for dispositioning IT issues associated with architecture, configuration, IT security, and connectivity among MSFC IT systems. The CIO will develop and maintain the charter for the operations and processes of the ITSC.

g. The ITSC will disposition issues brought to the council in compliance with MSFC policy and security requirements established for the affected systems and services.

9. RECORDS

Minutes of ITSC actions will be retained in accordance with NRRS Schedule 2/12A for a period of 3 years from their date of creation.

10. MEASUREMENT

a. Performance measurement will be implemented to assess the effectiveness and efficiency of the Center's overall management of IT and the success of individual IT investments.

b. At the Center level, measurement will be in accordance with NPD 2800.1. Examples include: total investment in IT versus Center budget, average unit cost of IT (e.g., cost per "seat"), rate of new investment in IT, interoperability and obsolescence (e.g., percent of workstations meeting interoperability standards), and customer satisfaction.

c. At the individual IT investment level, measurement will be in accordance with NPD 2800.1. Examples include: cost, schedule, and budget (planned versus actual); return on investment; technical performance; mission contribution; and customer satisfaction.

11. CANCELLATION

None

Original Signed by
Sidney P. Saucier for

A. G. Stephenson
Director

Appendix A IT Services Provided by ISD
Appendix B ISD Documentation Hierarchy

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APPENDIX A IT SERVICES PROVIDED BY ISD

A-1 Marshall IT Services (See MPG 2800.2)

Desktop Computer Services
 Server Systems
 Local Area Networking (LAN) Services
 World Wide Web (WWW) Services
 IT Support Services
 Applications Software Services
 Mission Data Reduction
 IT Security
 IT Procurement Services

A-2 Graphics/Publications Services Visual Aid, Graphic, and Publication Services (See MWI 1520.1)

Printing, Reproduction, and Self-Service Copying Services (See
MPG 1490.1)

A-3 Agency IT Services (See MPG 2800.1)

Midrange Systems Support
 NASA Automated Data Processing (ADP) Consolidation Center(NACC)
 Sustaining Engineering Support for Agencywide Administrative
 Systems (SESAAS)
 Consolidated NASA Personnel/Payroll System (CNPPS)
 NASA Integrated Services Network (NISN)

A-4 Marshall Telecommunications Services (See MPG 2500.1)

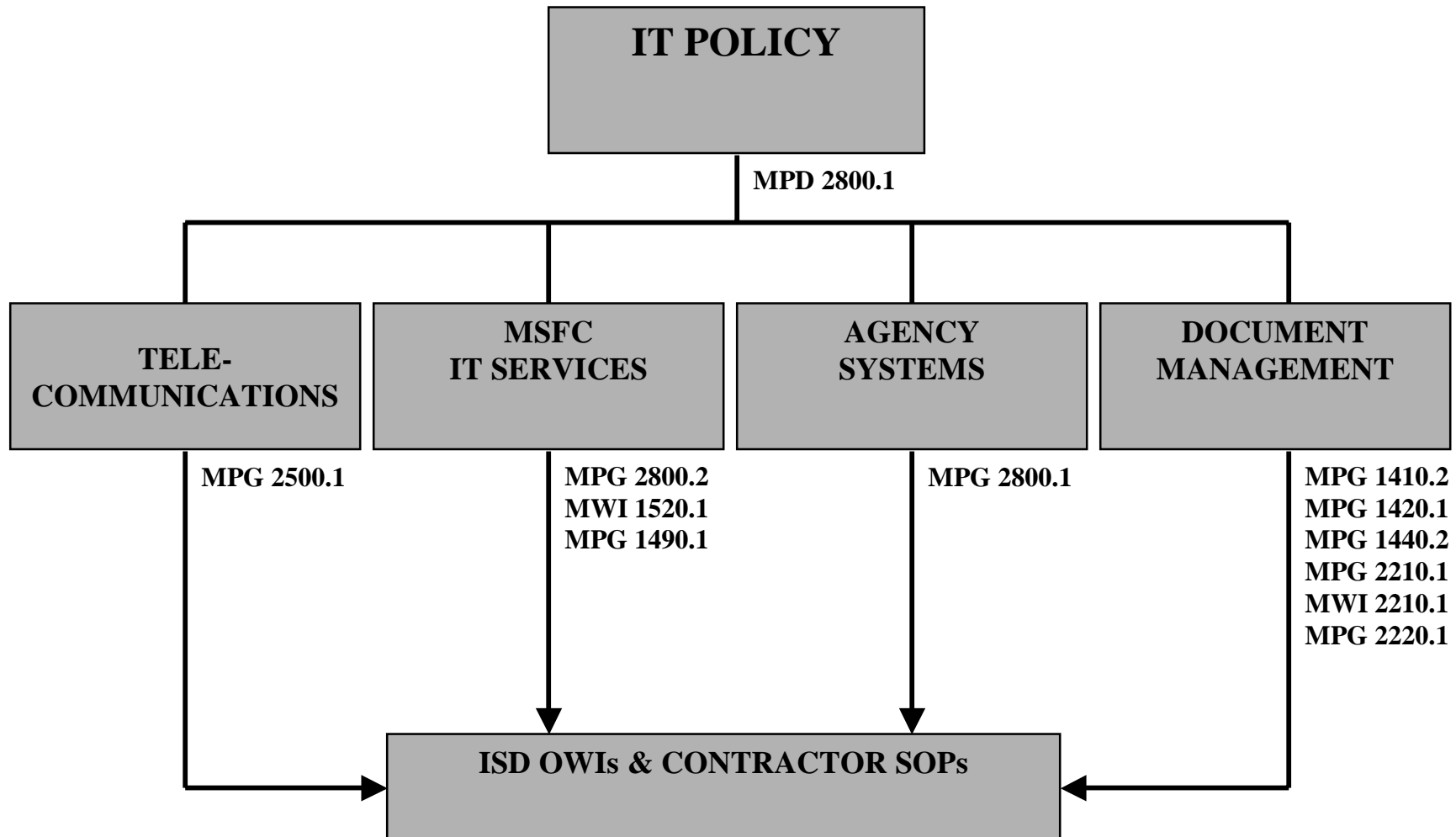
Telephone Services
 Radio and Pager Services
 Multimedia Services

A-5 Documentation Management Programs/Services

Directives Management (See MPG 1410.2)
 Records Management (See MPG 1440.2)
 STI Publications (See MPG 2220.1)
 Forms Management (See MPG 1420.1)
 Documentation Repository (See MPD 2210.1, MWI 2210.1)
 MSFC Technical Library

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APPENDIX B ISD DOCUMENTATION HIERARCHY



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